



Cardinal Reports Catalog Time & Attendance

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 04/13/2020



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Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV220 Cardinal Reporting:** This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
 - Key concepts in Cardinal reporting
 - Information on how to access the Query Viewer to search, run, and access query results online or by download
 - Information on how to perform inquiries to access details about an item or transaction in Cardinal
 - Basic information about types of reports and how to access the different types of reports
 - Information on how to run and check the status of ad hoc reports
 - Information on how to access nVision reports and how to use the Drilldown feature
 - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
 - References for additional Resources, Job Aids, and Key Terms
 - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

Note: This resource document is located on the Cardinal website and can be accessed by following this path:

Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting



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Time and Attendance Inquiries

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Absence Management – Forecast Balances Inquiry

REVISED: 01/24/2020

DESCRIPTION:

This inquiry is used to view an employee's current absence balance including the absence type, the amount (current balance in hours), and as of dates. A user can also forecast an employee's absence balances for a specific absence type.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

INPUT / SEARCH CRITERIA:

Empl ID
Empl Record
Name
Last Name
Second Last Name
Alternate Character Name
Middle Name

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Users must have the appropriate security roles to the Review Absence Balances page through the above navigation path.

Screenshot of the Review Absence Balances - Search Page

The screenshot shows the 'Review Absence Balances' search page. At the top is a breadcrumb navigation bar: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances. Below the breadcrumb is the page title 'Review Absence Balances' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several input fields: 'Empl ID' (dropdown: 'begins with'), 'Empl Record' (dropdown: '='), 'Name' (dropdown: 'begins with'), 'Last Name' (dropdown: 'begins with'), 'Second Last Name' (dropdown: 'begins with'), 'Alternate Character Name' (dropdown: 'begins with'), and 'Middle Name' (dropdown: 'begins with'). A 'Case Sensitive' checkbox is also present. At the bottom are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.



Enter the desired search criteria and then click on the **Search** button. A list of employees that match the search criteria will display. Select an employee from the list. The **Absence Entitlement** page will display with the employee's current absence balances.

Screenshot of the Absence Entitlement Page

Favorites ▾Main Menu ▾ > Global Payroll & Absence Mgmt ▾ > Payee Data ▾ > Maintain Absences ▾ > Review Absence Balances

Current BalanceForecast BalanceForecast Messages

Employee ID Empl Record 0 Name **JOHN DOE**

Absence Entitlement Current BalancePersonalize | Find | View All | First 1-10 of 27 Last

Accumulator BalanceUser Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	415.500000	01/10/2019	01/09/2020
Year to Date	ALI ENT ELEM	ALI ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	CSL ENT ELEM	CSL ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	10/01/2019	09/30/2020
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	10/01/2019	09/30/2020
Year to Date	MLD ENT ELEM	MLD ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PD1 ENT ELEM	PD1 ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PD2 ENT ELEM	PD2 ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	BMO ENT ELEM	BMO ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	DLR ENT ELEM	DLR ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020

Return to Search

Previous in List

Next in List

Notify

Refresh

Click on the **Forecast Balance** tab.



Screenshot of the Absence Entitlement Page - Forecast Balance Tab

Favorites ▾ Main Menu ▾ > Global Payroll & Absence Mgmt ▾ > Payee Data ▾ > Maintain Absences ▾ > Review Absence Balances

Current Balance Forecast Balance Forecast Messages

Employee ID [REDACTED] Empl Record 0 Name JOHN DOE

Absence Take Element [REDACTED]

As Of Date [REDACTED]

Forecast

Forecast Balance Results Detail Personalize | Find | View All | [Print] [Export] First 1 of 1 Last

Forecast Results Accumulator Results User Keys [User Keys]

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

Return to Search Previous in List Next in List Notify Refresh

Current Balance | Forecast Balance | Forecast Messages

Enter the desired **Absence Take Element** and **As Of Date** and then click on the **Forecast** button. The forecasted entitlement balance will be displayed.

Screenshot of the Absence Entitlement Page - Forecast Balance Tab (continued)

Favorites ▾ Main Menu ▾ > Global Payroll & Absence Mgmt ▾ > Payee Data ▾ > Maintain Absences ▾ > Review Absence Balances

Current Balance Forecast Balance Forecast Messages

Employee ID [REDACTED] Empl Record 0 Name JOHN DOE

Absence Take Element VAC TAKE ELEM

As Of Date 02/10/2020

Forecast

Forecast Balance Results Detail Personalize | Find | View All | [Print] [Export] First 1 of 1 Last

Forecast Results Accumulator Results User Keys [User Keys]

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VAC TAKE ELEM	VAC ENT ELEM_BAL	Accumulatr	426.500000		

Return to Search Previous in List Next in List Notify Refresh

Current Balance | Forecast Balance | Forecast Messages



Manager Self Service - Approve Payable Time Inquiry

REVISED: 01/24/2020

DESCRIPTION:

This inquiry is used to identify Payable Time transactions and allows managers to select those transactions for review and approval or denial. The inquiry displays all employees having Payable Time that needs approval or denial and lists employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager and date range). Transactions can be selected, reviewed, and approved individually or by Select All and Approve for the entire group. This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

INPUT / SEARCH CRITERIA:

Time Reporter Group
Empl ID
Last Name
First Name
Business Unit
Job Code
Department
Reports To Position Number
Location Code
Workgroup
Position Number
Start Date
End Date

OUTPUT FORMAT:

Online

Note: Using the manager's Reports To Position Number is the best selection criteria.

ADDITIONAL INFORMATION:

Each Employee Name listed is hyperlinked and when clicked displays Payable Time transactions which have not been approved for the selected employee.



Screenshot of the Approve Payable Time Inquiry Page

Favorites ▾Main Menu ▾>Manager Self Service ▾>Time Management ▾>Approve Time and Exceptions ▾>Payable Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value="VDOTSAL"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text" value="50100"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date

End Date

Employees For JOHN DOE

Personalize | Find | View All | 1 of 1 | First | Last

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Non Productive TRCs	Overtime TRCs	Regular TRCs
<input type="checkbox"/>	DOE	JOHN		0	Fin Svcs Specialist	16.00	0.00	0.00	16.00

Time Administration Run Control

Manager Self Service

Time Management

Rev 04/13/2020

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Manager Self Service - Approve Reported Time Inquiry

REVISED: 04/01/2017

DESCRIPTION:

This inquiry is used to identify Reported Time transactions (Absences) that need review and approval (or denial). The inquiry displays all employees having Reported Time that needs approval or denial and lists employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager and View By "All Time After" date). Transactions can be selected, reviewed, and approved individually or by Select All and Approve for the entire group. The query results can be filtered by View By (All Time After, All Time Before, Day, or Week), Date, and user may select to Include Absence or Show Schedule Information. This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

INPUT / SEARCH CRITERIA:

Time Reporter Group
Empl ID
Last Name
First Name
Business Unit
Job Code
Department
Reports To Position Number
Location Code
Workgroup
Position Number

OUTPUT FORMAT:

Online

Note: Using the manager's Reports To Position Number is the best selection criteria.

ADDITIONAL INFORMATION:

Each Employee Name listed is hyperlinked and when clicked will display Reported Time transactions which have not been approved for the employee.



Screenshot of the Manager Self Service Approve Reported Time - Selection Criteria Page

Favorites ▾Main Menu ▾> Manager Self Service ▾> Time Management ▾> Approve Time and Exceptions ▾> Reported Time

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By All Time After ▾☒ Include Absence☒ Show Schedule Information

Date 08/10/2019

Previous WeekNext Week

Enter **Employee Selection Criteria** and select **Get Employees**



Screenshot of the Manager Self Service Approve Reported Time Results

Change View

*View By: All Time After ☒ Include Absence ☒ Show Schedule Information

Date: 08/10/2019 01 Previous Week Next Week

Load More Entries Load All 300 of 1616 entries loaded

Employees For JOHN DOE, Time Needing Approval After 06/10/2019 Personalize Find 1-300 of 300

Time Summary **Demographics**

Select	Last Name	First Name	Employee ID	Earliest Change Date	Department	Workgroup ID	Business	Location Code	Position Number
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Bland Area Headquarters	VDOTNONEXM	50100	11	03937
<input type="checkbox"/>	DOE	JOHN		01/06/2020	Luray Area Headquarters	VDOTNOEXOT	50100	18	03462
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Eagle Rock Area Headquarters	VDOTNONEXM	50100	12	23023
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Smith Mt. Lake Area Hdqtrs	VDOTNONEXM	50100	12	05090
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Franklin Area Headquarters	VDOTNONEXM	50100	15	02152
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Right of Way - NOVA	VDOTNONEXM	50100	10	22111
<input type="checkbox"/>	DOE	JOHN		12/30/2019	Church Road Area Headquarters	VDOTNONEXM	50100	14	01945

Screenshot of the Employee Timesheet Page

Timesheet

JOHN DOE Employee ID Empl Record 0

Transportation Operator II Time Reporting Type Positive

Actions Earliest Change Date 12/30/2019

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/23/2019 01 Next Employee

Reported Hours 24.00

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
8.00							8.00 SCK - Sick Leave	VDOTCOMREQ	50100			ChartFields
			8.00	8.00			16.00 VAC - Vacation	VDOTCOMREQ	50100			ChartFields

Save for Later Submit

Reported Time Status Summary Absence Exceptions

Reported Time Status Personalize Find 1-3 of 3

Date	Reported status	Total TRC	Description	Comments
12/23/2019	Approved	8.00 SCK	Sick Leave	
12/26/2019	Needs Approval	8.00 VAC	Vacation	
12/27/2019	Needs Approval	8.00 VAC	Vacation	

[Return to Select Employee](#)

[Manager Self Service](#)

[Time Management](#)



Manager Self Service - Exceptions Inquiry

REVISED: 03/04/2020

DESCRIPTION:

This inquiry is used to identify timesheet transactions with outstanding Exceptions and enables managers to select Exception transactions individually, or a user can Select All to Allow or Select All to Disallow. The inquiry displays all outstanding Exceptions that have not yet been allowed or disallowed and lists Exceptions for all employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager). The query results can be filtered by Date/Start Date, Employee/Employee ID, Exception/Exception ID, and Severity (Low, Medium, High). This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

INPUT / SEARCH CRITERIA:

Time Reporter Group
Employee ID
Last Name
First Name
Business Unit
Job Code
Department
Reports To Position Number
Location Code
Workgroup
Position Number

OUTPUT FORMAT:

Online

Note: Using the manager's Reports To Position Number is the best selection criteria. There is no date selection criteria for Exceptions.

ADDITIONAL INFORMATION:

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted. Exceptions can be selected, reviewed, allowed (or disallowed) and saved individually or a user can choose Allow All (or Disallow All) and save.



Screenshot of the Manager Self Service Exceptions – Employee Selection Criteria and Filtering Options

Navigation: Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Exceptions

Exceptions

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Filtering Options

*Date Filter

Employee Filter

*Exception Filter

Severity

Run Control ID

Start Date

Employee ID

Exception ID

Select

Enter **Employee Selection Criteria** and select **Get Employees**



Screenshot of the Manager Self Service Exceptions Results – Overview

Filtering Options									
Exceptions ?									
Overview	Details	Demographics	Personalize Find View All [2] [3] First 1-5 of 5 Last						
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Exceeds 90% Contract Hours	04/24/2017	Low
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Exceeds 90% Contract Hours	04/25/2017	Low
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Exceeds 90% Contract Hours	04/26/2017	Low
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Exceeds 90% Contract Hours	04/27/2017	Low
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Exceeds 90% Contract Hours	04/28/2017	Low
Allow Exceptions ?									
Select All		Deselect All							
Save									

Screenshot of the Manager Self Service Exceptions Results – Details

Filtering Options									
Exceptions ?									
Overview	Details	Demographics							
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Source	Last Updated	Exception Data
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Time Administration	04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Time Administration	04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Time Administration	04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Time Administration	04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.
<input type="checkbox"/>	DOE	JOHN			0 Admin & Office Specialist III	V_90PCT	Time Administration	04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.
Allow Exceptions ?									
Select All		Deselect All							
Save									

Screenshot of the Manager Self Service Exceptions Results - Details (scrolled right)

Personalize Find View All [2] [3] First 1-5 of 5 Last			
Last Updated	Exception Data	Explanation	Comment
04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.	Explanation	[2]
04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.	Explanation	[2]
04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.	Explanation	[2]
04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.	Explanation	[2]
04/28/2017 8:05:51AM	Total of reported and payable hours exceeds 90% of contract hours.	Explanation	[2]



Self Service - Absence Balances Inquiry

REVISED: 01/24/2020

DESCRIPTION:

This inquiry is used to view the current absence entitlement balances for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Balances

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Click on Absence Balances from the View Time Menu and the **View Absence Balances** page will be displayed with each of the possible absence entitlements and related balance information.

Screenshot of the Self Service Absence Balances Page

Favorites ▾	Main Menu ▾	>	Self Service ▾	>	Time Reporting ▾	>	View Time ▾	>	Absence Balances
View Absence Balances									
JOHN DOE									
Fin and Audit Svcs Mgr III									
▾ Instructions									
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.									
Absence Entitlement Balances Personalize [?] [?]									
Current Balances [?] [?]									
Entitlement Name	Balance as of 12/24/2019	From	To	Accrual Period					
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date					
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date					
VSDP Sick Leave	58.50 Hours	01/10/2019	01/09/2020	Year to Date					
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date					
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date					
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date					



Self Service - Absence Request History Inquiry

REVISED: 04/01/2017

DESCRIPTION:

This inquiry is used to view history details of absence requests for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Request History

INPUT / SEARCH CRITERIA:

From [date]
Through [date]

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Cardinal defaults a current period date range when the **Absence Request History** page displays. Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the **Refresh** button. Select the absence name link to view request details.

Screenshot of the Self Service Absence Request History Page

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Absence Request History

Absence Request History

JOHN DOE
Fin and Audit Svcs Mgr III

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. select edit button to modify or delete the text

From Through

Absence Request History						Personalize Find View All	First 1-6 of 6 Last
Absence Name	Status	Start Date	End Date	Duration	Edit	Cancel	
Vacation	Approved	12/26/2019	12/27/2019	16 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	
Vacation	Approved	12/23/2019	12/23/2019	8 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	
Vacation	Approved	12/13/2019	12/13/2019	4 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	
Vacation	Approved	12/11/2019	12/11/2019	1.5 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	
Vacation	Approved	12/06/2019	12/06/2019	4 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	
Vacation	Approved	11/27/2019	11/27/2019	4 Hours	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>	



Self Service - Compensatory Time Inquiry

REVISED: 04/01/2017

DESCRIPTION:

This inquiry is used to view a balance of accumulated Compensatory Time for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Compensatory Time

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Cardinal defaults the current date when the **Compensatory Time** page displays. Compensatory Time ages out at 365 days. In addition to displaying the balance of Compensatory Time available at the start of the current day, users have the ability to **"Show Time Expiring in"** the Next 30 Days, Next 90 Days, One Year, or Show All.

Screenshot of the Self Service Compensatory Time Page

Favorites ▾	Main Menu ▾	>	Self Service ▾	>	Time Reporting ▾	>	View Time ▾	>	Compensatory Time
-------------	-------------	---	----------------	---	------------------	---	-------------	---	-------------------

Compensatory Time

JOHN DOE
Watercraft Operator II
[Actions ▾](#)

Employee ID
Employment Record 0

Comp Time Balance Summary ⓘ

Compensatory Time Off Plan	COMP_LEAVE	Expiration Period	Years
Date	03/19/2020	Period Count	1
Balance at Start of Day	0.50		

*Show Time Expiring in One Year ▾

Expiring Time Earned ⓘ

Expiration Date	Quantity	Ending Balance
05/27/2020	8.00	0.50
09/02/2020	8.00	0.50
10/14/2020	8.00	0.50
11/11/2020	8.00	0.00



Self Service - Exceptions Inquiry

REVISED: 04/01/2017

DESCRIPTION:

This inquiry is used to view the exceptions associated with Reported Time for a Self Service user. The Exceptions inquiry displays all outstanding exceptions that have not yet been allowed or disallowed by a manager. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Exceptions

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted in order to be approved. The initial **Exceptions** page displayed is an overview of a user's outstanding exceptions. A user can click on the **Details** tab to expand the display to view more detailed information about the exceptions.

Screenshot of the Self Service Exceptions Page – Overview

Favorites ▾Main Menu ▾>Self Service ▾>Time Reporting ▾>View Time ▾>Exceptions

Exceptions

JOHN DOE

Asst Policy/Admin

Employee ID [REDACTED]

Employment Record 0

▶ Filtering Options

☒ Continue with Exceptions

Exceptions ?Personalize | Find | [2]First 1-7 of 7 Last

OverviewDetails[icon]

Exception ID	Description	Date	Severity	Exception Source
V_OVTEW	Overtime rule	01/16/2017	Medium	Time Administration
V_OVTEW	Overtime rule	01/12/2018	Medium	Time Administration



Screenshot of the Self Service Exceptions Page – Details

Favorites ▾

Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Exceptions

Exceptions

JOHN DOE

Asst Policy/Admin

Employee ID [REDACTED]

Employment Record 0

▶ Filtering Options

☒ Continue with Exceptions

Exceptions ?

Overview | Details | [PDF]

Exception ID	Description	Date	Source	Last Updated	Exception Data
V_OVTEW	Overtime rule	01/16/2017	Time Administration	02/02/2017 6:34:59PM	Employee has reported less than the minimum required for TRC UOT
V_OVTEW	Overtime rule	01/12/2018	Time Administration	02/14/2018 12:07:17PM	Employee has reported less than the minimum required for TRC UOT
V_OVTEW	Overtime rule	01/15/2018	Time Administration	02/14/2018 12:07:17PM	Employee has reported less than the minimum required for TRC UOT

Screenshot of the Self Service Exceptions Page - Details (scrolled right)

Personalize Find [PDF]			First	1-7 of 7	Last
Exception Data	Explanation	Comment			
Employee has reported less than the minimum required for TRC UOT	Explanation				
Employee has reported less than the minimum required for TRC UOT	Explanation				
Employee has reported less than the minimum required for TRC UOT	Explanation				



Self Service - Forecast Balances Inquiry

REVISED: 04/01/2017

DESCRIPTION:

This inquiry is used to forecast absence entitlement balances for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Balances

INPUT / SEARCH CRITERIA:

As of Date
Filter by Type
Absence Name (required field)

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Forecast Balance is part of the Absences Balances functionality. Click on **Absence Balances** from the View Time Menu and the **View Absence Balances** page will be displayed with each of the possible absence entitlements and related balance information. Click on the **Forecast Balance** link near the bottom of the **View Absence Balance** page to go to the **Forecast Balance** page. To initiate the Forecast Balance calculation, you specify an As of Date, select the **Filter by Type** related to the Absence Name (or select All), select an **Absence Name** (leave type) that you want to forecast, and then click the **Forecast Balance** button.



Screenshot of the Self Service View Absence Balances Page - Forecast Balance Link

Favorites ▾

Main Menu ▾

> Self Service ▾

> Time Reporting ▾

> View Time ▾

Absence Balances

View Absence Balances

JOHN DOE
Asst Policy/Admin

Instructions

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances

Personalize |

Current Balances

Entitlement Name	Balance as of 12/24/2019	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	53.00 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Personal Leave	14.00 Hours	01/10/2019	01/09/2020	Year to Date
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Recognition Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Emergency Service Volunteer	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave w/o Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave w/ Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Victim of Disaster	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Converted Disability Credits	827.50 Hours	01/10/2019	01/09/2020	Year to Date

Go To

Forecast Balance

Return to Employee Views Exceptions



Screenshot of the Self Service Forecast Balance Page

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [View Time](#) > [Absence Balances](#)

[View Absence Balances](#)

Forecast Balance

JOHN DOE

Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date

Filter by Type

*Absence Name

[Return to View Absence Balances](#)

* Required Field

Screenshot of the Self Service Forecast Balance Page - Forecasted Absence Balance

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [View Time](#) > [Absence Balances](#)

[View Absence Balances](#)

Forecast Balance

JOHN DOE

Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date

Filter by Type

*Absence Name

Current Balance 14.00 Hours**

[Return to View Absence Balances](#)

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.



Additional Screenshot of the Self Service Forecast Balance Page - Forecasted Absence Balance

Favorites ▾

Main Menu ▾

> Self Service ▾

> Time Reporting ▾

> View Time ▾

> Absence Balances

View Absence Balances

Forecast Balance

JOHN DOE

Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date06/30/2020

Filter by TypeAll

*Absence NameVSDP Personal Leave

Current Balance14.00 Hours**

Completed Successfully!

Forecast Balance

Forecast Balance Details

Personalize

Forecast Results

Accumulator Results

Absence Name	Forecast Element	Value
VSDP Personal Leave	VSDP Personal Leave	40.00

[Return to View Absence Balances](#)

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.



Self Service - Payable Time Detail Inquiry

REVISED: 03/27/2017

DESCRIPTION:

This inquiry is used to view Payable Time details for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

INPUT / SEARCH CRITERIA:

Start Date
End Date

OUTPUT FORMAT:

Online

Statuses include:

Needs Approval – Waiting for approver's approval
Approved – Approved by designated approver
Rejected by Payroll – Rows that will not be allocated to General Ledger
Distributed – Paid and allocated to the General Ledger

ADDITIONAL INFORMATION:

Cardinal displays the Payable Time Detail for the most current Start and End Date range. A user can change the Start and End Dates on the **Payable Time Detail** page. After clicking the **Refresh** icon, the page displays the Payable Time status of the timesheet transactions for the designated date range. For example, the Payable Status of Needs Approval indicates that the supervisor has not yet approved (or denied) that particular timesheet transaction.



Screenshot of the Self Service Payable Time Detail Page

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > View Time ▾ > Payable Time Detail

Payable Time Detail

JOHN DOE
Asst Policy/Admin
Actions ▾

Employee ID [REDACTED]
Employment Record 0

Start Date 11/23/2019 [calendar icon]
End Date 02/03/2020 [calendar icon] [refresh icon]

Payable Status Filter [input type="text"]

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval [icon]

Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type	Estimated Gross
11/27/2019	Distributed		HOL	4.00 Hours	[REDACTED]
11/28/2019	Distributed		HOL	8.00 Hours	[REDACTED]
11/29/2019	Distributed		HOL	8.00 Hours	[REDACTED]
12/24/2019	Distributed		HOL	8.00 Hours	[REDACTED]
12/25/2019	Approved		HOL	8.00 Hours	[REDACTED]



Self Service - Payable Time Summary Inquiry

REVISED: 03/27/2017

DESCRIPTION:

This inquiry is used to view a summary of Payable Time for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Payable Time Summary

INPUT / SEARCH CRITERIA:

Start Date

End Date

Previous Week (hyperlink)

Next Week (hyperlink)

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Cardinal displays the Payable Time Summary for the most current Start and End Date range. A user can change the Start and End Dates on the **Payable Time Summary** page. A user can also change the weeks displayed by clicking **Previous Week** and **Next Week**. A user can navigate directly to the **Payable Time Detail** page by clicking the **Detail Page** link at the bottom of the page.

Screenshot of the Self Service Payable Time Summary Page

The screenshot shows the 'Payable Time Summary' page for user JOHN DOE. It includes a breadcrumb trail, navigation links, date selection fields, and a table of time entries for the week of 11/23/2019 to 11/29/2019. A 'Detail Page' link is highlighted at the bottom.

Payable Time Summary

JOHN DOE

Employee ID [REDACTED]

Asst Policy/Admin

Employment Record 0

Actions

Start Date 11/23/2019

End Date 11/29/2019

Previous Week

Next Week

Payable Time From 11/23/2019 To 11/29/2019

Time Reporting Code	Description	Total Quantity	Type	Sat 11/23	Sun 11/24	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Currency
HOL	Holiday	20.00	Hours					4.00	8.00	8.00	USD

Detail Page



Time and Attendance Queries

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Absence Adjustments Query (V_TA_ABS_ADJUSTMENTS)

REVISED: 03/27/2017

DESCRIPTION:

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time update information.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADJUSTMENTS

INPUT / SEARCH CRITERIA:

Employee ID (or % for all)
Dept ID (or % for all)
Calendar ID (or % for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Users can search for balance adjustments for individual employees, review adjustments by Department or by Absence Type and Calendar ID.

Screenshot of the Absence Adjustment Query Page

V_TA_ABS_ADJUSTMENTS - Absence Adjustments

Employee ID %

x

Dept ID 10081

Calendar ID %

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(62 kb)

View All

First 1-65 of 65 Last

Row	EMPLID	Name	Dept ID	Calendar ID	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd DtTm
1		DOE, JOHN	10081	SMLV201202	VAC ENT ELEM	Vacation	65.000000			02/02/2012 11:15:30AM
2		DOE, JOHN	10081	SMLV201205	VAC ENT ELEM	Vacation	-33.000000			03/28/2012 11:51:29AM
3		DOE, JOHN	10081	SMLV201207	VAC ENT ELEM	Vacation	-28.000000			05/03/2012 1:53:51PM
4		DOE, JOHN	10081	SMLV201210	ERL ENT ELEM	Employee Recognition Program	2.000000		AA_CARDINAL_BATCH_TA	05/25/2012 12:00:00AM
5		DOE, JOHN	10081	SMLV201220	VAC ENT ELEM	Vacation	28.000000			11/09/2012 5:04:56PM
6		DOE, JOHN	10081	SMLV201300	VAC ENT ELEM	Vacation	15.000000			01/23/2013 10:17:24AM
7		DOE, JOHN	10081	SMLV201506	FML ENT ELEM	Family Medical Leave	480.000000 FMLA eligible.			04/22/2015 2:08:49PM



Active Job Inactive Time Reporter Query (V_TA_ACT_JOB_INACT_TIMERPTR)

REVISED: 03/27/2017

DESCRIPTION:

This query displays active employees with inactive time reporter status and is used for correcting employee setup issues.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_ACT_JOB_INACT_TIMERPTR

INPUT / SEARCH CRITERIA:

Business Unit
Location (% for all)
Department (% for all)
Employee ID (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Active Job Inactive Time Reporter Query Page

V_TA_ACT_JOB_INACT_TIMERPTR - Active Job Inactive Time Rptr

Business Unit

Location (% for all)

Department (% for all)

Employee ID (% for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-7 of 7 Last

Row	Location	Dept ID	EMPLID	Name	PayGroup	Job Eff Date	HR Status	Time Reporter Eff Dt	Time Reporter Status
1	10	10004		DOE, JOHN	SMS	06/10/2019	A	12/26/2019	I
2	10	10040		DOE, JOHN	SMS	08/10/2019	A	12/26/2019	I
3	10	10196		DOE, JOHN	BWH	11/25/2019	A	12/11/2019	I
4	10	10196		DOE, JOHN	BWH	06/03/2019	A	12/11/2019	I
5	12	12037		DOE, JOHN	BWH	12/23/2019	A	05/01/2019	I
6	12	12060		DOE, JOHN	SMS	06/13/2019	A	07/25/2019	I
7	18	18030		DOE, JOHN	BWH	06/10/2019	A	12/09/2019	I



Active Salaried Missing TL Schedule Query (V_TA_MISSING_SCHEDULE)

REVISED: 03/27/2017

DESCRIPTION:

This query displays salaried employees who do not have an assigned work schedule and is used for correcting employee setup issues.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_MISSING_SCHEDULE

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

When you select this query, Cardinal automatically searches for the data and returns the query with no input.

Screenshot of the Active Salaried Missing TL Schedule Query Page

V_TA_MISSING_SCHEDULE- Active Salaried missing TL Sch										
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)										
View All First 1-4 of 4 Last										
Row	ID	Name	Position	Job Code	Dept ID	Location	Type	FLSA Stat	Reports To	Workgroup
1		DOE, JOHN	04929	29073	10007	10	S	Nonexempt	00472	VDOTNONEXM
2		DOE, JOHN	89063	29097	10007	10	S	Professional	00633	VDOTEXTPB5
3		DOE, JOHN	07926	79152	19029	19	S	Nonexempt	19089	VDOTNOEXOT
4		DOE, JOHN	16614	79152	14064	14	S	Nonexempt	22240	VDOTNONEXM



Compare Employees Work/Pay Group Query (V_TA_WORKGROUP_PAYGROUP_CMPARE)

REVISED: 03/27/2017

DESCRIPTION:

This query displays employees in a salaried pay group and hourly workgroup combination and employees in an hourly pay group and salaried workgroup combination. The query is used for correcting employee setup issues.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKGROUP_PAYGROUP_CMPARE

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

When you select this query, Cardinal automatically searches for the data and returns the query with no input.

Screenshot of the Compare Employee Work/Pay Group Query Page

V_TA_WORKGROUP_PAYGROUP_CMPARE- Compares EEs' work/pay grp							
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)							
View All				First 1-4 of 4 Last			
Row	Effective date	Description	Dept ID	Department Name	EMPLOYEE ID	Paygroup	Workgroup
1	12/23/2019	Workgroup Mismatch	15049	Jamestown Scotland Ferry Maint		BWH	VDOT Salaried Non Exempt
2	02/06/2018	Workgroup Mismatch	14077	Richmond Roadside Mgmt		SMS	VDOT Hourly Employees
3	07/07/2019	Workgroup Mismatch	15080	HamptonRds Spec Projects Group		SMS	VDOT Hourly Employees
4	03/31/2016	Workgroup Mismatch	19115	NOVA Local Assistance		SMS	VDOT Hourly Employees



Donated Leave Usage Query (V_TA_DONATED_LEAVE)

REVISED: 10/19/2017

DESCRIPTION:

This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query returns the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Emplid or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates will be adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx will pull information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In the example, information from two leave periods would be on the Query results.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_DONATED_LEAVE

INPUT / SEARCH CRITERIA:

Business Unit
Emplid (% for all)
Dept ID (% for all)
Date From
Date To

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

Screenshot of the Donated Leave Usage Query Page

V_TA_DONATED_LEAVE - Donated Leave Usage												
Business Unit 50100												
Emplid (% for All)												
Dept ID (% for All) %												
From Date 06/10/2019												
To Date 01/09/2020												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (14 kb)												
View All												
First 1-36 of 36 Last												
Row	ID	Name	Dept ID	Unit	Calendar ID	Absence Date	Absence Hours	Entitlement Bal	Period Begin Date	Period End Date	HR Status	Total Reported Hours
1		DOE, JOHN	17031	50100	SMLV201912	06/28/2019	8.000000	56.000000	06/25/2019	07/09/2019	A	
2		DOE, JOHN	17031	50100	SMLV201912	07/01/2019	8.000000	48.000000	06/25/2019	07/09/2019	A	
3		DOE, JOHN	17031	50100	SMLV201912	07/02/2019	8.000000	40.000000	06/25/2019	07/09/2019	A	
4		DOE, JOHN	17031	50100	SMLV201912	07/03/2019	8.000000	32.000000	06/25/2019	07/09/2019	A	
5		DOE, JOHN	17031	50100	SMLV201912	07/04/2019	8.000000	24.000000	06/25/2019	07/09/2019	A	



Screenshot of the Query run to Excel for employee taking DLR and with a Donated Leave Balance

Donated Leave Usage											
	36										
ID	Name	Dept ID	Unit	Calendar ID	Absence Date	Absence Hours	Entitlement Bal	Period Begin Date	Period End Date	HR Status	Total Reported Hours
		17031	50100	SMLV201912	6/28/2019	8.000000	56.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/1/2019	8.000000	48.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/2/2019	8.000000	40.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/3/2019	8.000000	32.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/4/2019	8.000000	24.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/5/2019	8.000000	16.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/8/2019	8.000000	8.000000	6/25/2019	7/9/2019	A	0.000000
		17031	50100	SMLV201912	7/9/2019	8.000000	0.000000	6/25/2019	7/9/2019	A	0.000000

How to read the report:

1. Each day the employee used "DLR" will be listed along with the number of hours used.
2. The **Entitlement Bal** will show and will decrement by the number of DLR hours used each day.
3. The **HR Status** is the status of the employee at the time the query was run.
4. The **Total Reported Hours** are the total number of hours the employee worked during the Leave Period.

Screenshot of the Query run to Excel for employee not taking DLR but with a Donated Leave Balance

Donated Leave Usage	1										
ID	Name	Dept ID	Unit	Calendar ID	Absence Date	Absence Hours	Entitlement Bal	Period Begin Date	Period End Date	HR Status	Total Reported Hours
		18002	50100	SMLV201924		0.000000	12.300000	12/25/2019	1/9/2020	A	82.500000

How to read the report:

1. The **Entitlement Bal** will show the balance of Donated Leave at the time of the reported Leave Period.
2. The **HR Status** is the status of the employee at the time the query was run.
3. The **Total Reported Hours** are the total of hours the employee worked during the Leave Period.



Employee Job Status Changes Query (V_TA_EMP_JOB_STA_CHNGS)

REVISED: 03/04/2020

DESCRIPTION:

This query displays employee status changes such as hire, termination (including terminations due to death of the employee) and position changes.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_EMP_JOB_STA_CHNGS

INPUT / SEARCH CRITERIA:

Business Unit
Org Code (% for All)
Employee ID (% for All)
Begin Date
End Date
Change Type (% for All)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Employee Job Status Changes Query Page

V_TA_EMP_JOB_STA_CHNGS - Employee Job Status Changes											
Business Unit 50100											
Org Code (% For All) %											
Employee ID (% For All) %											
Begin Date 12/12/2019											
End Date 01/02/2020											
Change Type (% For All) %											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (144 kb)											
View All											
											First 1-100 of 333 Last
Row	Business Unit	Org Code	Employee ID	Employee Name	Position Number	Supervisor Name	Effective Date	Action	Reason	Operator ID	DateTime Stamp of Change
1	50100	16033		DOE, JOHN	17306	DOE, JOHN	12/25/2019	POS			01/04/2019 12:26:05PM
2	50100	16033		DOE, JOHN	17306	DOE, JOHN	12/25/2019	POS			01/09/2019 9:42:14AM
3	50100	18081		DOE, JOHN	09215	DOE, JOHN	12/25/2019	POS			12/30/2019 2:24:30PM
4	50100	18081		DOE, JOHN	22888	DOE, JOHN	12/25/2019	POS			12/30/2019 2:25:40PM
5	50100	18081		DOE, JOHN	19847	DOE, JOHN	12/25/2019	POS			12/30/2019 2:32:02PM
6	50100	17025		DOE, JOHN	22095	DOE, JOHN	12/25/2019	POS	UPD	AA_CARDINAL_BATCH_TA	12/27/2019 7:31:15AM
7	50100	15049		DOE, JOHN	H5206	DOE, JOHN	12/23/2019	HIR	PRI	AA_CARDINAL_BATCH_TA	12/27/2019 7:31:48AM



Inactive Job Active Time Reporter Query (V_TA_INACT_JOB_ACT_TIMERPTR)

REVISED: 03/27/2017

DESCRIPTION:

This query displays inactive employees with active time reporter status and is used for correcting employee setup issues.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_INACT_JOB_ACT_TIMERPTR

INPUT / SEARCH CRITERIA:

Business Unit
Location (% for all)
Department (% for all)
Employee ID (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Inactive Job Active Time Reporter Query Page

V_TA_INACT_JOB_ACT_TIMERPTR - Inactive Job Active Time Rptr

Business Unit

Location (% for all)

Department (% for all)

Employee ID (% for all)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (23 kb)

View All First 1-100 of 100 Last

Row	Location	Dept ID	EMPLID	Name	PayGroup	Job Eff Date	HR Status	Time Reporter Eff Dt	Time Reporter Status
1	10	10003		DOE, JOHN	SMS	05/09/2019	I	11/06/2011	A
2	10	10007		DOE, JOHN	BWH	07/23/2019	I	07/24/2019	A
3	10	10017		DOE, JOHN	SMS	05/10/2019	I	08/10/2018	A
4	10	10020		DOE, JOHN	SMS	12/01/2019	I	02/10/2019	A
5	10	10021		DOE, JOHN	SMS	09/08/2018	I	11/06/2011	A
6	10	10029		DOE, JOHN	BWH	11/01/2019	I	05/01/2019	A
7	10	10030		DOE, JOHN	BWH	11/23/2019	I	05/13/2019	A



Leave Balances by Department ID / District Query (V_TA_LV_BAL_BY_DEPTID_DISTRICT)

REVISED: 03/27/2017

DESCRIPTION:

This query displays employee current leave balances by leave type. Information can be displayed by employee, Reports To, and/or Department.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_LV_BAL_BY_DEPTID_DISTRICT

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (% for all)
Reports To (% for all)
Empl ID (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Leave Balance by DeptID / District Query Page

V_TA_LV_BAL_BY_DEPTID_DISTRICT - Leave Bal by deptid/district										
Business Unit <input type="text" value="50100"/>										
Dept ID (% for all) <input type="text" value="10081"/>										
Reports To (% for all) <input type="text" value=""/>										
Empl ID (% for all) <input type="text" value=""/>										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (78 kb)										
View All First 1-100 of 255 Last										
Row	Location	Reports To	Employee ID	Name	Dept ID	Leave Code	Leave Balance	Seniority Date	FLSA Status	Leave Year
1	10	00004		DOE, JOHN	10081	ALI ENT ELEM_BAL	0.000000	12/10/1992	P	2019
2	10	00004		DOE, JOHN	10081	BMO ENT ELEM_BAL	0.000000	12/10/1992	P	2019
3	10	00004		DOE, JOHN	10081	CSL ENT ELEM_BAL	16.000000	12/10/1992	P	2019
4	10	00004		DOE, JOHN	10081	DLR ENT ELEM_BAL	0.000000	12/10/1992	P	2019
5	10	00004		DOE, JOHN	10081	DSK ENT ELEM_BAL	447.000000	12/10/1992	P	2019
6	10	00004		DOE, JOHN	10081	DSR ENT ELEM_BAL	0.000000	12/10/1992	P	2019
7	10	00004		DOE, JOHN	10081	ELP ENT ELEM_BAL	0.000000	12/10/1992	P	2019



Reports To Query (V_TA_REPORTS_TO_SUPV)

REVISED: 03/27/2017

DESCRIPTION:

This query displays all employees reporting to a specific position number and can be used to validate changes to an employee's Reports To position number.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_REPORTS_TO_SUPV

INPUT / SEARCH CRITERIA:

Who EE reports To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Reports To Query Page

V_TA_REPORTS_TO_SUPV - Reports To

Who EE reports To

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-4 of 4 Last

Row	SUPERVISOR EMPLID	SUPERVISOR'S NAME	Reports To	EMPLID for EE	Employee Name	Position for EE
1		DOE, JOHN	00519		DOE, JOHN	22253
2		DOE, JOHN	00519		DOE, JOHN	H5209
3		DOE, JOHN	00519		DOE, JOHN	22250
4		DOE, JOHN	00519		DOE, JOHN	H5208



Time Approval Audit Query (V_TA_TIME_APPROVAL_AUDIT)

REVISED: 04/01/2017

DESCRIPTION:

This query displays all Payable Time rows and who or when approved or if not approved. Query can be used to audit time approval activity.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Time Approval Audit Query Page

V_TA_TIME_APPROVAL_AUDIT - Time Approval Audit Query																	
Business Unit		50100															
Empl ID		%73500															
Date From		12/01/2019															
Date To		12/31/2019															
		View Results															
		Download results in : Excel Spreadsheet CSV Text File XML File (136 kb)															
		View All															
Row	Employee ID	Daily Date	Approver Opid	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1		12/02/2019		12/05/2019 8:56:03AM	12/05/2019	PD	RGS	8.000000	000000166	599999	04100	699001	10004	11120010			
2		12/04/2019		12/05/2019 8:56:03AM	12/05/2019	RP	RGS	8.000000	000000166	599999	04100	699001	10004	11120010			
3		12/04/2019		12/06/2019 8:44:22AM	12/06/2019	PD	RGS	2.500000	000000166	599999	04100	699001	10004	11120010			
4		12/04/2019		12/06/2019 8:44:22AM	12/06/2019	RP	RGS	-8.000000	000000166	599999	04100	699001	10004	11120010			



Screenshot of the Time Approval Audit Query Page (scrolled right)

First 1-100 of 163 Last													
Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Initial Seq Nbr
							20191213		SMRG232019		440248894000001	1	0 1
									SMRG232019		440248894000002	0	440248894000002 0
							20191213		SMRG232019		440248900000001	1	0 1
									SMRG232019		440248900000002	0	440248894000002 0



Time Entry Audit Query (V_TA_TIME_ENTRY_AUDIT)

REVISED: 04/01/2017

DESCRIPTION:

This query displays each time a Reported Time entry is touched and can be used to audit time entry activity.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Time Entry Audit Query Page

V_TA_TIME_ENTRY_AUDIT - Time Entry Audit Query

Business Unit

Empl ID

Date From

Date To

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(27 kb\)](#)

[View All](#) First 1-83 of 83 Last

Row	Employee ID	Daily Date	Audit Action	Audit Time	Audit OprId	Reported Status	TRC	Hours	Account Code	Last Modified Time
1		11/01/2019	A	11/01/2019 3:03:35PM		SV	RGS	5.000000	000427876	11/01/2019 3:03:35PM
2		11/01/2019	C	11/01/2019 3:03:40PM		SV	RGS	5.000000	000427876	11/01/2019 3:03:35PM
3		11/01/2019	X	11/01/2019 3:03:40PM		SB	RGS	5.000000	000427876	11/01/2019 3:03:40PM
4		11/04/2019	A	11/05/2019 8:12:03AM		SV	RGS	8.000000	000422507	11/05/2019 8:12:03AM
5		11/04/2019	C	11/12/2019 7:19:09AM		SV	RGS	8.000000	000422507	11/05/2019 8:12:03AM
6		11/04/2019	X	11/12/2019 7:19:09AM		SB	RGS	8.000000	000422507	11/12/2019 7:19:09AM
7		11/05/2019	A	11/07/2019 8:40:41AM		SV	RGS	8.000000	000428642	11/07/2019 8:40:42AM
8		11/05/2019	C	11/12/2019 7:19:09AM		SV	RGS	8.000000	000428642	11/07/2019 8:40:42AM
9		11/05/2019	X	11/12/2019 7:19:09AM		SB	RGS	8.000000	000428642	11/12/2019 7:19:09AM



Weekly Submitted Hours Query (V_TA_TLAM_WKLY_HRS)

REVISED: 04/01/2017

DESCRIPTION:

This query displays the hours submitted in a work week and is used for monitoring purposes.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

INPUT / SEARCH CRITERIA:

Business Unit
Location (% for all)
Department ID (% for all)
Employee ID (% for all)
Monday Start Date
Sunday End Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Weekly Submitted Hours Query Page

V_TA_TLAM_WKLY_HRS - Weekly Submitted Hours

Business Unit

Location (% for all)

Department ID (% for all)

Employee ID (% for all)

Monday Start Date

Sunday End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-10 of 10 Last

Row	Employee Name	Employee ID	Location	Department	Supervisor Name	Supervisor ID	Workgroup	Weekly Hours
1	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
2	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
3	DOE, JOHN		10	10081	DOE, JOHN		VAPEXTPB5	40.000000
4	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
5	DOE, JOHN		10	10081	DOE, JOHN		VDOTNONEXM	40.000000
6	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
7	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
8	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
9	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000
10	DOE, JOHN		10	10081	DOE, JOHN		VDOTEXTPB5	40.000000



Time Reporting Exceptions Query (V_TA_TIME_REPORTING_EXCEPTIONS)

REVISED: 03/28/2017

DESCRIPTION:

This query displays Time Reporting exceptions by Location or Department.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

INPUT / SEARCH CRITERIA:

Business Unit
Location (% for all)
Dept ID (% for all)
Exception From DUR
Exception Through DUR

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Time Reporting Exceptions Query Page

V_TA_TIME_REPORTING_EXCEPTIONS - Time Reporting Exceptions												
Business Unit <input type="text" value="50100"/>												
Location (% for all) <input type="text" value=""/>												
Dept ID (% for all) <input type="text" value="10055"/>												
Exception From DUR <input type="text" value="12/15/2019"/>												
Exception Through DUR <input type="text" value="02/01/2020"/>												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (6 kb)												
View All												
First 1-10 of 10 Last												
Row	Empl ID	Name	Location	Dept ID	Workgroup	DUR	Severity	Status	Exception ID	Description	Quantity or TRC	Action DateTime
1		DOE, JOHN	10	10055	VDOTHRLY	12/16/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
2		DOE, JOHN	10	10055	VDOTHRLY	12/16/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
3		DOE, JOHN	10	10055	VDOTHRLY	12/17/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
4		DOE, JOHN	10	10055	VDOTHRLY	12/18/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
5		DOE, JOHN	10	10055	VDOTHRLY	12/18/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
6		DOE, JOHN	10	10055	VDOTHRLY	12/19/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
7		DOE, JOHN	10	10055	VDOTHRLY	12/19/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
8		DOE, JOHN	10	10055	VDOTHRLY	12/19/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
9		DOE, JOHN	10	10055	VDOTHRLY	12/19/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM
10		DOE, JOHN	10	10055	VDOTHRLY	12/20/2019	M	Unresolved	V_OVTG40	Overtime rule	45	12/20/2019 4:17:49PM



Workflow Setup Issues Query (V_TA_WORKFLOW_SETUP_ISSUES)

REVISED: 04/01/2017

DESCRIPTION:

This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

INPUT / SEARCH CRITERIA:

Business Unit
Location (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Workflow Setup Issues Query Page

V_TA_WORKFLOW_SETUP_ISSUES - Workflow Setup Issues								
Business Unit <input type="text" value="50100"/>								
Location (% for all) <input type="text" value=""/>								
View Results								
Download results in : Excel Spreadsheet CSV Text File XML File (29 kb)								
View All First 1-90 of 90 Last								
Row	Manager's Name	Manager's Location	Manager's ID	Manager's Position	Employee's Location	Employee's ID	Employee's Position	Issue Description
1	DOE, JOHN	10		01810	10		08527	APPROVER MISSING APPROVER ROLE
2	DOE, JOHN	10		01810	10		22171	APPROVER MISSING APPROVER ROLE
3	DOE, JOHN	10		05849	10		23703	APPROVER MISSING APPROVER ROLE
4	DOE, JOHN	10		01163	10		20213	APPROVER MISSING APPROVER ROLE
5	DOE, JOHN	17		05584	17		22095	APPROVER MISSING APPROVER ROLE
6	DOE, JOHN	17		05584	17		06623	APPROVER MISSING APPROVER ROLE
7	DOE, JOHN	17		15527	17		00177	APPROVER MISSING APPROVER ROLE
8					12		E2476	EMPLOYEE MISSING REPORTS TO POSITION
9					12		H2701	EMPLOYEE MISSING REPORTS TO POSITION
10					12		E2477	EMPLOYEE MISSING REPORTS TO POSITION
11					12		E2479	EMPLOYEE MISSING REPORTS TO POSITION
12					12		E2471	EMPLOYEE MISSING REPORTS TO POSITION
13				05877	10		H0088	EMPLOYEE REPORTS TO VACANT POSITION
14				05877	10		08518	EMPLOYEE REPORTS TO VACANT POSITION



Time and Attendance Reports

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CIPPS Exception Report (RTA027)

REVISED: 03/28/2017

DESCRIPTION:

This report provides a list of discrepancies and issues associated with the validation of the Expanded Current Earnings (ECE) file against Cardinal data. The report can be used to identify and make payroll corrections as needed.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > CIPPS Exception Report

RUN CONTROL PARAMETERS:

Business Unit
Pay Run ID

OUTPUT FORMAT:

PDF
CSV

Screenshot of the CIPPS Exception Report Run Control Page


The screenshot shows the 'CIPPS Exception Report' run control page. At the top, a breadcrumb trail reads: Favorites > Main Menu > Time and Labor > Reports > CIPPS Exception Report. Below this, a tab labeled 'CIPPS Exception Report' is active. The main area displays 'Run Control ID CIPPS_Exception' and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. A section titled 'Run Control Parameters' contains two input fields: '*Business Unit' with the value '50100' and a search icon, and '*Pay Run ID' with the value 'SMRG242019' and a search icon. To the right of the first field is the text 'VDOT Business Unit'. At the bottom, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Run Control ID CIPPS_Exception		Report Manager	Process Monitor	Run
Run Control Parameters				
*Business Unit	50100	VDOT Business Unit		
*Pay Run ID	SMRG242019			

Save Return to Search Notify Add Update/Display



Screenshot of the RTA027 CIPPS Exception Report



Report ID: RTA027

Commonwealth of Virginia

CIPPS EXCEPTION REPORT

Run Date: 03/12/2020

Run Time: 03:21 00

Business Unit: 50100

Pay Run ID: SMRG242019

Page No. 1 of 772

<u>EMPLID/SSN</u>	<u>Name</u>	<u>Department</u>	<u>Pay End Date</u>	<u>CIPPS Pay Codes</u>	<u>Location</u>	<u>CIPPS Company</u>	<u>Sent Hrs</u>	<u>Received Hrs</u>	<u>Amount</u>	<u>Error Message</u>
DOE, JOHN		14021	12/10/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/11/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/12/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/13/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/16/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/17/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi
DOE, JOHN		14021	12/18/2019	OF1	14		8.00			Reported time only exists in Cardinal with no correspondi



Employee Leave Report (VTAR0010)

REVISED: 01/24/2020

DESCRIPTION:

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Employee Leave

Absence Management Administration

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave

RUN CONTROL PARAMETERS:

Set ID
Business Unit
Department / Node Only [checkbox]
Empl ID
Pay Period End Date (can only run for a finalized pay period end date – either most recent finalized or past period)
Detail Transactions [checkbox]

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

Leave types included in the summary section include all types that have had any activity from the beginning of the Leave Year through the Pay Period End Date, as specified in the run control parameters. At a minimum, this includes leave types that accrue (e.g., vacation and sick).



Screenshot of the Employee Leave Report Run Control Page

Favorites ▾

Main Menu ▾

> myCardinal HCM ▾

> HCM Report Execution ▾

> TA Reports ▾

Employee Leave

Employee Leave

Employee Leave Report

Run Control ID EMPLOYEE_LEAVE_RPT

Report Manager

Process Monitor

Run

Report Request Parameters

*Set ID

50100

🔍

*Business Unit

50100

🔍

Department

10055

🔍

☐ Node Only

Empl ID

🔍

*Pay Period End Date

12/24/2019

🔍

☐ Detail Transactions


Save

Notify

Add

Update/Display

Screenshot of the VTAR0010 Employee Leave Report


Report ID: VTAR0010

Commonwealth of Virginia
EMPLOYEE LEAVE REPORT

Run Date: 02/06/2020
Run Time: 02:56 00

Page No. 1 of 66

Setid : 50100

Business Unit : 50100

Department Id : 10055

Employee Id :

Pay Period End Date : 24-DEC-2019

VDOT Business Unit

Construction Division

DOE, JOHN

Current Vacation Accrual Rate : 9

Leave Eligibility Date : 06/10/1979

Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00
DSK	Converted Disability Credits	964.00	0.00	0.00	0.00	0.00	964.00	0.00
PER	VSDP Personal Leave	0.00	40.00	30.00	0.00	0.00	10.00	0.00
SDP	VSDP Sick Leave	0.00	80.00	38.00	0.00	0.00	42.00	0.00
VAC	Vacation	224.50	207.00	198.00	0.00	0.00	233.50	432.00

Notes: Data shown represents the single leave year associated with the pay period end date selected above.

Balance Forward hours reflect DHRM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).



Screenshot of the Employee Leave Report Run Control Page with Detail Transactions Selected

Navigation: Favorites ▾ Main Menu ▾ > myCardinal HCM ▾ > HCM Report Execution ▾ > TA Reports ▾ > Employee Leave

Employee Leave

Employee Leave Report

Run Control ID: EMPLOYEE_LEAVE_RPT Report Manager Process Monitor **Run**

Report Request Parameters

*Set ID: 50100

*Business Unit: 50100


Department: 10055 ☐ Node Only

Empl ID:

*Pay Period End Date: 12/24/2019 ☒ **Detail Transactions**

Buttons: Save Return to Search Notify Add Update/Display

Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions



Report ID: VTAR0010

Commonwealth of Virginia

EMPLOYEE LEAVE REPORT

Run Date: 02/06/2020
Run Time: 03:08 00

Page No. 1 of 145

Setid	:	50100	
Business Unit	:	50100	VDOT Business Unit
Department Id	:	10055	Construction Division

Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions (continued)

Page No. 67 of 145

Employee Leave Taken, Year to Date.

Emp ID	Emp Name	Dept ID	Dept Name	Leave Type	Leave Reason	Leave Descr	Leave Date	Pay Period End Date	Hours	Work Comp Plan
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	10.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	4.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	1.50	
	DOE, JOHN	10055	Construction Division	PER	PER	VSDP Personal Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055	Construction Division	ADM	JRY	Jury Duty	01/10/2019	01/24/2019	4.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/11/2019	01/24/2019	8.00	
	DOE, JOHN	10055	Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	2.00	
	DOE, JOHN	10055	Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	1.50	
	DOE, JOHN	10055	Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	1.00	
	DOE, JOHN	10055	Construction Division	PER	PER	VSDP Personal Leave	01/11/2019	01/24/2019	1.00	
	DOE, JOHN	10055	Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	8.00	
	DOE, JOHN	10055	Construction Division	SDP	SDP	VSDP Sick Leave	01/11/2019	01/24/2019	8.00	



Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions (continued)

Page No. <input type="text"/> of 145												
Emp <u>ID</u>	Emp <u>Name</u>	Dept <u>ID</u>	Dept <u>Descr</u>	Leave <u>Type</u>	Leave <u>Reason</u>	From <u>Date</u>	To <u>Date</u>	Leave <u>Dur.Hrs</u>	Leave <u>Req Ent.</u>	Work <u>Comp.Clm</u>	Workflow <u>Status</u>	Forecast <u>Eligibility</u>
	DOE, JOHN	10055	Construction Divisio	CSL	School Assistance	01/09/2020	01/09/2020	4.00	Employee		Approved	ELIGIBLE
	DOE, JOHN	10055	Construction Divisio	VAC	Vacation	01/09/2020	01/09/2020	4.00	Employee		Approved	ELIGIBLE
	DOE, JOHN	10055	Construction Divisio	VAC	Vacation	01/06/2020	01/09/2020	32.00	Manager		Approved	ELIGIBLE
	DOE, JOHN	10055	Construction Divisio	VAC	Vacation	01/09/2020	01/09/2020	8.00	Employee		Approved	ELIGIBLE
<p>Notes: Absence requests that cross pay periods may result in the related leave take transactions appearing in both the Employee Leave Takes section and in the outstanding Leave requests section of the report.</p> <p>Leave Dur. Hrs. for Absence Requests created/modified by Admin may not reflect the appropriate duration in this section.</p> <p>Leave Dur. Hrs will be reflected once the request is processed.</p>												



Hourly Employee Tracking Report (RTA005)

REVISED: 03/28/2017

DESCRIPTION:

This report provides hours worked information for hourly employees. The report can be used to track employees approaching the hours limit on their contract and/or approaching the end of their contract period. The report is typically run for a contract year or beginning of current contract year through current period.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Hourly Employee Tracking

Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Hourly Employee Tracking

RUN CONTROL PARAMETERS:

Business Unit
From Date
To Date
Set ID
Department

OUTPUT FORMAT:


PDF
CSV

Screenshot of the Hourly Employee Tracking Report - Run Control Page

The screenshot displays the 'Hourly Employee Tracking' report's run control interface. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Hourly Employee Tracking. Below this, a tab labeled 'Hourly Employee Tracking' is active. The main area shows 'Run Control ID' as 'Hourly_tracking_report'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Run Control Parameters' section contains five input fields: '*Business Unit' (50100), '*From Date' (05/01/2019), '*To Date' (04/30/2020), '*Set ID' (50100), and '*Department' (912000). Each field has a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RTA005 Hourly Employee Tracking Report



Report ID: RTA005

Commonwealth of Virginia

HOURLY EMPLOYEE TRACKING

Run Date: 03/19/2020

Run Time: 10:16 00

Business Unit: 50100

VDOT Business Unit

From Date: 05/01/2019

To Date: 04/30/2020

Setid: 50100

Department: 912000

VDOT SetID

Salem District Wide

Page No. 1 of 5

Emplid	Name	Position#	Location	Department	Contract Hours	Approved Hours	Remaining Hours	Contract Start Date	Contract End Date	Status					
										A	B	C	D	E	G
DOE, JOHN	H2641	12	12004	1400.00	954.00	446.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2651	12	12006	1400.00	342.50	1057.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2633	12	12006	1400.00	939.00	461.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2133	12	12006	1400.00	527.50	872.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2557	12	12006	1400.00	951.10	448.90	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2685	12	12008	1400.00	643.50	756.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2404	12	12008	1400.00	0.00	1400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2638	12	12009	1400.00	368.00	1032.00	05/01/2019	04/30/2020	Y	N	Y	N	N	N	
DOE, JOHN	H2642	12	12011	1400.00	63.00	1337.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2642	12	12011	1400.00	361.00	1039.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2556	12	12012	1400.00	1096.00	304.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2114	12	12013	1400.00	16.00	1384.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2691	12	12015	1400.00	436.00	964.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2124	12	12017	1400.00	1000.00	400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2696	12	12017	1400.00	615.00	785.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2562	12	12019	1400.00	898.30	501.70	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2658	12	12020	1400.00	1264.60	135.40	05/01/2019	04/30/2020	Y	N	Y	N	N	N	
DOE, JOHN	H2034	12	12021	1400.00	0.00	1400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2109	12	12022	1400.00	864.00	536.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2614	12	12022	1400.00	80.50	1319.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2614	12	12022	1400.00	468.50	931.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2623	12	12025	1400.00	546.00	854.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2113	12	12026	1400.00	913.50	486.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2019	12	12026	1400.00	20.00	1380.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2702	12	12026	1400.00	80.00	1320.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2125	12	12028	1400.00	222.10	1177.90	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2139	12	12028	1400.00	680.50	719.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2125	12	12028	1400.00	172.00	1228.00	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2630	12	12028	1400.00	573.30	826.70	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2674	12	12028	1400.00	815.30	584.70	05/01/2019	04/30/2020	N	N	Y	N	N	N	
DOE, JOHN	H2140	12	12029	1400.00	1197.50	202.50	05/01/2019	04/30/2020	Y	N	Y	N	N	N	
DOE, JOHN	H2143	12	12029	1400.00	1141.00	259.00	05/01/2019	04/30/2020	Y	N	Y	N	N	N	
DOE, JOHN	H2682	12	12029	1400.00	854.50	545.50	05/01/2019	04/30/2020	N	N	Y	N	N	N	



Payable Status Report (TL001)

REVISED: 03/28/2017

DESCRIPTION:

This report provides details of Payable Time (including Time Reporting Code (TRC), hours, and payable status) entered each day for a one-week period by employee or Workgroup

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Payable Status Report

Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Payable Status

RUN CONTROL PARAMETERS:

Description
From Date
Through Date

OUTPUT FORMAT:

PDF
CSV
TXT

Select Payable Status [checkboxes]

Online Estimate
Estimated
Needs Approval
Pushed Back
Approved
Denied
Sent to Payroll
Taken by Payroll
Rejected by Payroll
Check Reversed
No Pay
Distributed
Diluted
Closed
Ignore

Employees to Process

Empl ID
Group ID
Empl Record
Include or Exclude



Screenshot of the Payable Status Report Run Control Page

Payable Status

Run Control ID Payable_Status Report Manager Process Monitor **Run**

Run Control Parameters

*Description Reports_Catalog

*From Date 12/07/2019

*Through Date 01/11/2020

Select Payable Status

<input type="checkbox"/> Estimated	<input type="checkbox"/> Sent to Payroll	<input type="checkbox"/> Distributed
<input type="checkbox"/> Needs Approval	<input type="checkbox"/> Taken by Payroll	<input type="checkbox"/> Diluted
<input type="checkbox"/> Pushed Back	<input type="checkbox"/> Rejected by Payroll	<input type="checkbox"/> Closed
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Check Reversed	<input type="checkbox"/> Ignore
<input type="checkbox"/> Denied	<input type="checkbox"/> No Pay	

Employees To Process Personalize | Find | View All | First 1 of 1 Last

Group ID

VDOTHRL

Save **Notify** **Add** **Update/Display**

Screenshot of the TL001 Payable Status Report

PeopleSoft Payable Status Report									
Report ID: TL001									
For the period : 12/07/2019 through 01/11/2020									
Payable status(es) selected : 'AP'									
Page No. 1									
Run Date 02/06/2020									
Run Time 15:47:54									
Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Payable Reason Code	Time Pptg Code	TRC Description	TRC Type	Quantity
JOHN DOE		0	12/09/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/10/2019	Approved		RGN	Regular Earnings - Hourly	Hours	1.000000
JOHN DOE		0	12/10/2019	Approved		RGN	Regular Earnings - Hourly	Hours	1.000000
JOHN DOE		0	12/11/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/12/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/13/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/14/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/17/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/18/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/19/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/20/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000
JOHN DOE		0	12/23/2019	Approved		RGN	Regular Earnings - Hourly	Hours	8.000000



PMIS Error Report (RTA650)

REVISED: 03/28/2017

DESCRIPTION:

This report provides a list of errors that occurred during Personnel Management Information System (PMIS) Profile and PMIS Position file uploads for the given Business Unit, date range, and employee type (Salaried or Hourly). The report can be used to identify and correct errors.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > PMIS Error Report

RUN CONTROL PARAMETERS:

Business Unit
Employee Type (Salaried, Hourly)
Review Status (Reviewed, Not Reviewed, Both)
Date From
Date To

OUTPUT FORMAT:

CSV

Screenshot of the PMIS Error Report Run Control Page

The screenshot displays the 'PMIS Error Report' run control interface. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Time and Labor > Reports > PMIS Error Report. Below this, the report title 'PMIS Error Report' is shown. The 'Run Control ID' is 'PMIS_Error_Rpt', and there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains several input fields: '*Business Unit' with the value '50100', 'Employee Type' with radio buttons for 'Salaried' (selected) and 'Hourly', 'Date Parameters' with 'Date From' (12/01/2019) and 'Date To' (12/31/2019), and 'Review Status' with radio buttons for 'Reviewed', 'Not Reviewed', and 'Both' (selected). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RTA650 PMIS Position Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Commonwealth of Virginia														
2	PMIS Position Error report														
3	Process Instance: 1322414														
4	Run Date: 03/05/2020														
5	Report ID : RTA650														
6	Business Unit: 50100														
7	Date Range: 01-APR-2015 to 02-APR-2015														
8	Employee Type: S														
9	Review Status: Both														
10															
11	Reviewed Location	Position	Run Date	Effective Date	PMIS Date Fields	Old PMIS	New PMIS	Error Type	Error Description						
12	N	19	19225	1-Apr-15	31-Mar-15	31-MAR-2015-13.31.35.000000		N	No changes in data from existing Cardinal values						

Screenshot of the RTA650 PMIS Profile Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Commonwealth of Virginia															
2	PMIS Profile Error report															
3	Process Instance: 1322414															
4	Run Date: 03/05/2020															
5	Report ID : RTA650															
6	Business Unit: 50100															
7	Date Range: 01-APR-2015 to 02-APR-2015															
8	Employee Type: S															
9	Review Status: Both															
10																
11	Reviewed Location	Emplid	Run Date	Effective Date	PMIS Date Fields	Old PMIS	New PMIS	Error Type	Error Description							
12	N	10	2-Apr-15	25-Mar-15	01-APR-2015-09.07.37.000000			W	No change in Personal Data							
13	N	10	1-Apr-15	16-Feb-15	31-MAR-2015-15.38.51.000000			N	No change in Data							
14	N	10	1-Apr-15	25-Mar-15	31-MAR-2015-09.14.55.000000			N	No change in Data							
15	N	10	1-Apr-15	29-Jan-15	31-MAR-2015-15.28.21.000000			E	Invalid EFFDT - EFFDT received is less than existing Max(EFFDT)							
16	N	10	1-Apr-15	20-Feb-15	31-MAR-2015-15.41.35.000000			W	No change in Personal Data							
17	N	10	2-Apr-15	25-Mar-15	01-APR-2015-08.53.18.000000			W	No change in Personal Data							



Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 03/28/2017

DESCRIPTION:

This report provides projected vacation leave information within a predefined timeframe, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Potential Leave Forfeiture

Absence Management Administration

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture

RUN CONTROL PARAMETERS:

Set ID
Business Unit
Pay Period End Date
Employee ID
Department / Node Only [checkbox]

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.



Screenshot of the Potential Vacation Leave Forfeiture Report - Run Control Page

Navigation: Favorites ▾ Main Menu ▾ > Global Payroll & Absence Mgmt ▾ > Absence and Payroll Processing ▾ > Reports ▾ > Potential Leave Forfeiture

Potential Leave Forfeiture

Potential Vacation Leave Forfeiture Report

Run Control ID: POTENTIAL_VAC_LEAVE_FORFEITURE Report Manager Process Monitor **Run**

Report Request Paramters

*Set ID: 50100 🔍

*Business Unit: 50100 🔍


*Pay Period End Date: 01/09/2020 📅

Employee ID:

Department: 10000 × 🔍 ☐ Node Only

Save **Notify** **Add** **Update/Display**

Screenshot of the RTA012 Potential Vacation Leave Forfeiture Report



Report ID: RTA012

Commonwealth of Virginia

POTENTIAL VACATION LEAVE FORFEITURE REPORT

Run Date: 02/06/2020

Run Time: 04:18 00

Set ID: 50100 : VDOT SetID

Business Unit: 50100 : VDOT Business Unit

Department ID: 10000 : All Central Office Orgs

Employee ID:

Pay Period End Date:

Node only: N

Page No. 1 of 31

Department	Employee Name	Current Balance	Future Accruals	Future Accrual Balance	Maximum Carry Forward	Hrs in Excess of Maximum Carry Forward
10001	DOE, JOHN	263.10	9.00	272.10	441.00	0.00
10001	DOE, JOHN	119.00	9.00	128.00	441.00	0.00
10001	DOE, JOHN	493.50	9.00	502.50	441.00	61.50
10001	DOE, JOHN	468.50	9.00	477.50	441.00	36.50
10001	DOE, JOHN	211.95	0.00	211.95	441.00	0.00
10001	DOE, JOHN	381.00	9.00	390.00	441.00	0.00
10001	DOE, JOHN	0.00	0.00	0.00	343.00	0.00
10001	DOE, JOHN	437.00	8.00	445.00	392.00	53.00
10001	DOE, JOHN	347.50	8.00	355.50	392.00	0.00
10001	DOE, JOHN	200.00	8.00	208.00	392.00	0.00
10001	DOE, JOHN	351.30	7.00	358.30	343.00	15.30
10001	DOE, JOHN	208.60	7.00	215.60	343.00	0.00
10001	DOE, JOHN	246.50	6.00	252.50	294.00	0.00
10001	DOE, JOHN	270.00	5.00	275.00	245.00	30.00
10001	DOE, JOHN	85.00	4.00	89.00	196.00	0.00
10003	DOE, JOHN	336.50	9.00	345.50	441.00	0.00
10003	DOE, JOHN	301.50	9.00	310.50	441.00	0.00
10003	DOE, JOHN	358.00	9.00	367.00	441.00	0.00
10003	DOE, JOHN	1.80	0.00	1.80	441.00	0.00
10003	DOE, JOHN	462.50	9.00	471.50	441.00	30.50
10003	DOE, JOHN	49.60	7.00	56.60	343.00	0.00
10003	DOE, JOHN	618.00	9.00	627.00	441.00	186.00
10003	DOE, JOHN	100.00	9.00	109.00	441.00	0.00
10003	DOE, JOHN	19.50	9.00	28.50	441.00	0.00
10003	DOE, JOHN	541.00	9.00	550.00	441.00	109.00
10003	DOE, JOHN	436.95	9.00	445.95	441.00	4.95
10003	DOE, JOHN	52.90	9.00	61.90	441.00	0.00
10003	DOE, JOHN	437.50	9.00	446.50	441.00	5.50
10003	DOE, JOHN	410.30	9.00	419.30	441.00	0.00
10003	DOE, JOHN	95.00	9.00	104.00	441.00	0.00
10003	DOE, JOHN	484.00	9.00	493.00	441.00	52.00
10003	DOE, JOHN	16.50	7.00	23.50	343.00	0.00
10003	DOE, JOHN	121.50	8.00	129.50	392.00	0.00
10003	DOE, JOHN	324.75	8.00	332.75	392.00	0.00
10003	DOE, JOHN	54.25	8.00	62.25	392.00	0.00



Scheduled Hours Report (TL004)

REVISED: 03/28/2017

DESCRIPTION:

This report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Scheduled Hours

RUN CONTROL PARAMETERS:

Start Date
End Date
Empl ID
Empl Record
Include or Exclude

OUTPUT FORMAT:

PDF
CSV
XLS

Screenshot of the Scheduled Hours Report - Run Control Page

Favorites ▾

Main Menu ▾ > Time and Labor ▾ > Reports ▾ > Scheduled Hours

Scheduled Hours

Run Control ID SCHEDULED-HOURS

Report Manager Process Monitor

Run

Language English ▾

Run Control Parameters

*Start Date 12/01/2019 31

*End Date 12/31/2019 31

Employees To Process

Personalize | Find | View All |

First 1 of 1 Last

Empl ID	Name	Empl Record	*Include or Exclude		
<input type="text"/>	JOHN DOE	0	Include ▾		

Save Notify

Add Update/Display



Screenshot of the TL004 Scheduled Hours Report

Report ID: TL004		Scheduled Hours Report			Page No. 1		
Schedules From 12/01/2019 through 12/31/2019					Run Date 02/06/2020		
					Run Time 16:24:03		
/ 0 DOE, JOHN		Transport Operations Mgr III					
Date	Elapsed Schedule Work Hours	-- Punch Schedule -- Punch Type Time	Schedule In	Schedule Out	Flex Schedule Core Start	Core End	Work Hours
12/01/2019	OFFDAY						
12/02/2019							8.000000
12/03/2019							8.000000
12/04/2019							8.000000
12/05/2019							8.000000
12/06/2019							8.000000
12/07/2019	OFFDAY						
12/08/2019	OFFDAY						
12/09/2019							8.000000
12/10/2019							8.000000
12/11/2019							8.000000
12/12/2019							8.000000
12/13/2019							8.000000
12/14/2019	OFFDAY						
12/15/2019	OFFDAY						
12/16/2019							8.000000
12/17/2019							8.000000
12/18/2019							8.000000
12/19/2019							8.000000
12/20/2019							8.000000
12/21/2019	OFFDAY						
12/22/2019	OFFDAY						
12/23/2019							8.000000
12/24/2019							8.000000
12/25/2019							8.000000
12/26/2019							8.000000
12/27/2019							8.000000
12/28/2019	OFFDAY						
12/29/2019	OFFDAY						
12/30/2019							8.000000
12/31/2019							8.000000



Summary of Productive Hours Report (RTA030)

REVISED: 03/28/2017

DESCRIPTION:

This report provides reported hours worked by Org and/or Employee and the related Time Reporting Code (TRC). The report can be used to analyze the use of TRCs by Org and/or Employees.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Summary of Prod. Hours Report

Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Summary of Prod Hours Report

RUN CONTROL PARAMETERS:

Set ID
Business Unit
Department / Node Only [checkbox]
Empl ID / Employee Detail [checkbox]
Pay Period Begin Date
Pay Period End Date
Employee Type (Excep Hrly, Hourly, Not Appl., Salaried)

OUTPUT FORMAT:

CSV

Screenshot of the Summary of Productive Hours Report - Run Control Page

The screenshot shows the 'Summary of Productive Hours' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Time and Labor > Reports > Summary of Prod. Hours Report. Below the breadcrumb is a tab labeled 'Summary of Productive Hours'. The main area contains the following fields and controls:

- Run Control ID: Summary_Prod_Hours
- Report Manager
- Process Monitor
- Run button
- *Set ID: 50100 (with a search icon)
- *Business Unit: 50100 (with a search icon)
- Department: 10003 (with a search icon)
- Node Only checkbox (unchecked)
- Empl ID: (empty field)
- Employee Detail checkbox (checked)
- *Pay Period Begin Date: 12/25/2019 (with a calendar icon)
- *Pay Period End Date: 01/09/2020 (with a calendar icon)
- *Employee Type: Salaried (dropdown menu)
- Save button
- Notify button
- Add button
- Update/Display button



Screenshot of the RTA030 Summary of Productive Hours Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Commonwealth of Virginia																								
2	SUMMARY OF PRODUCTIVE HOURS	Run Date: 02/07/2020																							
3	Report ID: RTA030	Run Time: 09:11 00																							
4	Page No. 1	of	1																						
5	Business Unit:	50100 VDOT Business Unit																							
6	Setid:	50100 VDOT SetID																							
7	Department:	10003 Administrative Services																							
8	Node Only:	N																							
9	Employee ID:																								
10	Pay Period Begin Date:																								
11	Pay Period End Date:																								
12	Employee Type:	S																							
13	Employee Detail:	Y																							
14	Org.	Name	ID	Role	Type	ERG	RGH	RGS	RLW	RSW	COE	COH	COP	EO1	EO2	ES1	OCP	OS1	OT1	OT2	CPE	ECP	EOL	OTL	UOT
15	10003 - Administrative Services	DOE, JOHN		19152 S		0	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	10003 - Administrative Services	DOE, JOHN		19215 S		0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	10003 - Administrative Services	DOE, JOHN		19156 S		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	10003 - Administrative Services	DOE, JOHN		19221 S		0	0	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	10141 - Admin Serv - Field Procurement	DOE, JOHN		19152 S		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	10141 - Admin Serv - Field Procurement	DOE, JOHN		19155 S		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	10141 - Admin Serv - Field Procurement	DOE, JOHN		19151 S		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



TimeCard Report (TL002)

REVISED: 01/04/2020

DESCRIPTION:

This report provides a summary of employee time entries for a given period of time.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Time Card

RUN CONTROL PARAMETERS:

Start Date
End Date

OUTPUT FORMAT:

PDF

Employees to Process

Empl ID
Group ID
Empl Record
Include or Exclude

Screenshot of the TimeCard Report - Run Control Page

The screenshot shows the 'TimeCard' report interface. At the top, a breadcrumb trail reads: Favorites > Main Menu > Time and Labor > Reports > TimeCard. Below this, the title 'TimeCard' is displayed. To the right of the title are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Run Control ID' is set to 'Time_Card' and the 'Language' is set to 'English'. A section titled 'Run Control Parameters' contains 'Start Date' (12/01/2019) and 'End Date' (12/31/2019). Below this is a table titled 'Employees To Process'. The table has columns for 'Empl ID', 'Name', 'Empl Record', and '*Include or Exclude'. The first row shows 'JOHN DOE' with an 'Empl Record' of '0' and an 'Include' status. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

TimeCard

Run Control ID Time_Card

Language English

Report Manager Process Monitor Run

Run Control Parameters

Start Date 12/01/2019

End Date 12/31/2019

Employees To Process Personalize | Find | View All | First 1 of 1 Last

Empl ID	Name	Empl Record	*Include or Exclude
	JOHN DOE	0	Include

Save Return to Search Notify Add Update/Display



Screenshot of the TL002 TimeCard Report

Report ID: TL002	PeopleSoft TimeCard Report	Page No. 1 Run Date 02/07/2020 Run Time 09:56:47			
For the period 12/01/2019 through 12/31/2019					
Employee ID: 					
Name: DOE, JOHN					
Job Title: 79152 Transportation Operator II					
Department: 13028 Dillwyn Area Headquarters					
REPORTED PUNCH TIME DETAIL					
<u>Date/Time</u>	<u>Day</u>	<u>Type</u>	<u>Time Zone</u>		
REPORTED ELAPSED TIME DETAIL					
<u>Date Under</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg</u>	
<u>Report</u>				<u>Code</u>	
12/05/2019	10.000000	Hours	Regular Earnings - Salaried	RGS	
Total for Amounts:		0.000000			
Total for Units:		0.000000			
Total for Hours:		10.000000			
Total for Missing TRCs:		0.000000			
PAYABLE TIME					
<u>Date Under</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg</u>	<u>Payable Status</u>
<u>Report</u>				<u>Code</u>	
12/25/2019	8.000000	Hours	Holiday	HOL	Approved
Total for Amounts:		0.000000			
Total for Units:		0.000000			
Total for Hours:		8.000000			
OUTSTANDING EXCEPTIONS					
<u>Date</u>	<u>Exception</u>				
Time Reporter Signature: _____					
Approval Signature: _____		Approver's Name: _____ (please print)			



Timesheet Report (RTA026)

REVISED: 03/28/2017

DESCRIPTION:

This report provides daily Timesheet transaction data in a detailed spreadsheet format and can be run by Employee ID, Reports to Position Number, Department ID, Project, or Cost Center/Department (ChartField). The report provides transaction information including Employee Name, TRCs, Hours, Work Group, Work Schedule, Last User, Proxy, Timesheet Submitted Status, Timesheet Approved Status, Exceptions, and accounting distributions. The report can be used to review timesheet submissions/approvals; determine whether there are errors on any timesheets; review employees' daily accounting distributions; and identify employees whose time needs to be submitted or approved.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Timesheet Report

RUN CONTROL PARAMETERS:

Set ID
Business Unit

OUTPUT FORMAT:

CSV

Employee Type

Salaried
Hourly)

Select Pay Period End Date or From/To Date

Pay Period End Date
From Pay Period End Date
To Pay Period End Date

Show All Statuses

Action Required Only [checkbox]

Employees to Process

Reports To Position
Empl ID
Department / Node Only [checkbox]
Project
Cost Center
Department CF

Time Reporting Codes (Optional)

ADDITIONAL INFORMATION:

Timesheet Submission Status Values: AJ (Adjusted), SB (Submitted), SV (Saved), DL (Deleted)
Timesheet Approved Status Values: AP (Approved), DN (Denied), NA (Needs Approval), *PD (Paid), *RP (Rejected by Payroll), *TP (Taken by Payroll)

***Note:** These are only applicable to allocation and do not affect whether an employee is paid or not.



Screenshot of the Timesheet Report Run Control Page

Favorites ▾Main Menu ▾Time and Labor ▾Reports ▾Timesheet Report

Timesheet Report

Timesheet Report

Run Control ID Timesheet_RptReport ManagerProcess MonitorRun

*Set ID50100

*Business Unit50100

Employee Type

☒ Salaried
☐ Hourly

Select Pay Period End Date or From/To Date

Pay Period End Date12/24/2019
OR
From Pay Period End Date
To Pay Period End Date

Show All Statuses

☐ Action Required Only

Employees to Process

Reports To Position Number
OR
Empl ID
OR
Department10155
☐ Node Only
OR
Project
OR
Cost Center
Department CF

Time Reporting Code (Optional)

PersonalizeFindView AllFirst1 of 1Last

Time Reporting Code
1

SaveNotify

AddUpdate/Display



Screenshot of the RTA026 Timesheet Report (scrolled right)

Rev 04/13/2020

Screenshot of the RTA026 Timesheet Report (continued scrolled right)

[illegible]



Screenshot of the Timesheet Report - Run Control Page with Action Required Only Checked

Navigation: Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Reports ▾ > Timesheet Report

Timesheet Report

Run Control ID Timesheet_Rpt [Report Manager](#) [Process Monitor](#) [Run](#)

*Set ID [🔍](#) *Business Unit [🔍](#)

Employee Type

☒ Salaried
☐ Hourly

Select Pay Period End Date or From/To Date

Pay Period End Date [🔍](#)
OR
From Pay Period End Date
To Pay Period End Date

Show All Statuses

☒ Action Required Only

Employees to Process

Reports To Position Number
OR
Empl ID
OR
Department [🔍](#)
☐ Node Only
OR
Project
OR
Cost Center
Department CF

Time Reporting Code (Optional) [Personalize](#) | [Find](#) | [View All](#) | [📄](#) | [📅](#) First [⬅](#) 1 of 1 [➡](#) Last

Time Reporting Code▲

1	<input type="text"/>	🔍	+	-
---	----------------------	-------------------	-------------------	-------------------

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



Screenshot of the RTA026 Timesheet Report - with Action Required Only

	A	B	C	D	E	F	G	H	I	J	K
1	Commonwealth of Virginia										
2	Run Date: 03/06/2021 TIMESHEET REPORT										
3	Report ID: RTA026		Run Time: 11:26 00								
4	Page No. 1		of		1						
5	Set ID: 50100 : VDOT SetID										
6	Business Unit: 50100 : VA Dept of Transportation										
7	Pay Period From Date: 24-DEC-2019										
8	Pay Period To Date: 24-DEC-2019										
9	Department: 10155 : Coleman Bridge										
10	Salaried										
11	All statuses that need action										
12	TRC :										
13											
14	Pay Period End Date	Daily Date	Retro Flag	Department	Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Employee Name	Workgroup
15	24-Dec-19	23-Dec-19		10155	Coleman Bridge	19438		DOE, JOHN		DOE, JOHN	VDOTNONEXM
16	Notes:										
17	1)If the Daily Date is displayed as a date range, it indicates that the absence is not processed or is only partially processed										
18	(spans into future periods) or is triggered for reprocessing but has not yet been reprocessed.										
19	2)Absence requests that cross pay periods may result in overlapping transactions appearing as both processed and unprocessed in the report.										
20	3)Hours for absence requests created/modified by Admin may not reflect the appropriate duration for unprocessed absences.										
21	Calculated hours will be reflected once the request is processed.										

Screenshot of the RTA026 Timesheet Report - with Action Required Only (scrolled right)

Work Schedule	Paygroup	Time Reporting Type	TRC	Description	Hours	Last User	Proxy	Timesheet Submitted Status	Timesheet Approved Status		
5-DAY	SMS	Positive	RGS	Regular Earnings - Salaried	8			SB	NA		

Screenshot of the RTA026 Timesheet Report - with Action Required Only (continued scrolled right)

Excep	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telecommute	Equipment	
	599999	07822	606003	10155	52070020		073									



Timesheet Exception Report (RTA024)

REVISED: 03/29/2017

DESCRIPTION:

This report provides overtime transaction information by date, TRC, and number of hours for employees in a Department who report overtime TRCs on their Timesheets and overtime transaction information for employees whose reported hours do not match their scheduled hours. The report can be used to monitor overtime and identify those employees whose recorded time is not the same as their scheduled time for a designated pay period. The Timesheet Exception Report may also be referred to as the Timesheet Schedule Exception and Overtime Review Report.

NAVIGATION PATH:

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Timesheet Exception Report

RUN CONTROL PARAMETERS:

Set ID
Business Unit

OUTPUT FORMAT:

PDF
CSV

Date Parameters

Pay Period End Date
From Pay Period End Date
To Pay Period End Date

Report Parameters

Reports To Position
Empl ID
Department / Node Only [checkbox]

Show All Employees

Variance Only [checkbox]

Show Submitted Time

Approved Only [checkbox]

Employee Type

Salaried
Hourly

ADDITIONAL INFORMATION:

The report is divided into two sections – (1) Overtime Review and (2) Deviation from Scheduled Hours. Reported hours (including the sum of the total regular productive and non-productive hours) are compared to the Scheduled hours. Any variance calculated in Reported hours to Scheduled hours is reported. In the context of the report, a variance of those hours denotes an exception. The report can be used by managers and supervisors to review overtime reported by employees in a Department and research hours reported by employees that do not match the employees' schedules. At a higher level the report can be used to monitor the status of timesheets (e.g., hours recorded versus expected hours for the pay period).



Screenshot of the Timesheet Schedule Exception and Overtime Review - Run Control Page

Favorites ▾

Main Menu ▾

> myCardinal HCM ▾

> HCM Report Execution ▾

> TA Reports ▾

> Timesheet Exception Report

Timesheet Schedule Exception and Overtime Review

Run Control ID Timesheet_Exception_Rpt

Report Manager

Process Monitor

Run

Report Request Parameters

*Set ID 50100 🔍

*Business Unit 50100 🔍

Date Parameters

Pay Period End Date

– OR –

From Pay Period End Date 12/10/2019 📅

To Pay Period End Date 01/24/2020 📅

Report Parameters

Reports To Position Number 🔍

Empl ID 🔍

Department 10055 🔍 ☐ Node Only

Show All Employees

☐ Variance Only

Show Submitted Time

☐ Approved Only

Employee Type

☒ Salaried

☐ Hourly

Save

Notify

Add

Update/Display



Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report – Overtime Review

Report ID: RTA024		Commonwealth of Virginia		TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW		Run Date: 03/06/2020		
				Overtime Review		Run Time: 11:56 00		
Page No. 1 of 3								
Setid:	50100							
Business Unit:	50100							
From Pay Period End Date:								
To Pay Period End Date:								
Department:	10055 : Construction Division							
Node Only:	N							
Empl Type:	S							
All employees								
Submitted Time								
Date	Department	Description	Emplid	Name	Position	Name	TEC TEC Description	Hours
12/10/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	2.50
12/11/2019	10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	CPE Compensatory Leave Earned	1.50
12/11/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.00
12/12/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	2.50
12/15/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.50
12/16/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.50
12/17/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.00
12/18/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	2.50
12/19/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	2.00
12/26/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.00
12/27/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.50
12/29/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT Uncompensated Overtime	1.00
Subtotal								19.50
Total								19.50



Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours

Commonwealth of Virginia									
Report ID: RTA024		TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW					Run Date: 03/06/2020		
		Deviation from Scheduled Hours					Run Time: 11:56 00		
Setid: 50100							Page No. 2 of 3		
Business Unit: 50100									
From Pay Period End Date:									
To Pay Period End Date:									
Department: 10055 : Construction Division									
Node Only: N									
Empl Type: S									
All employees									
Submitted Time									
						Total			Total
						Reg Prod &			Hours
						Non-Prod			Hours
						Reported	Scheduled	Prod OT	Hours
Department	Description	Emplid	Name	Reports to Position	Name	Hours	Hours	Variance	Hours
10055	Construction Division		DOR, JOHN	04129	DOR, JOHN	109.00	272.00	163.00	0.00
10055	Construction Division		DOR, JOHN	00088	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	04129	DOR, JOHN	88.00	272.00	184.00	0.00
10055	Construction Division		DOR, JOHN	04129	DOR, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOR, JOHN	19893	DOR, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOR, JOHN	04129	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	23173	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	23173	DOR, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOR, JOHN	23173	DOR, JOHN	176.00	272.00	96.00	0.00
10055	Construction Division		DOR, JOHN	23173	DOR, JOHN	176.00	272.00	96.00	0.00
10055	Construction Division		DOR, JOHN	19893	DOR, JOHN	96.00	272.00	176.00	1.50
10055	Construction Division		DOR, JOHN	21691	DOR, JOHN	112.00	272.00	160.00	0.00
10055	Construction Division		DOR, JOHN	21691	DOR, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOR, JOHN	19892	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	04145	DOR, JOHN	112.00	272.00	160.00	0.00
10055	Construction Division		DOR, JOHN	04145	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	21346	DOR, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOR, JOHN	00008	DOR, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOR, JOHN	00004	DOR, JOHN	168.00	272.00	104.00	18.00
10055	Construction Division		DOR, JOHN	19893	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	19893	DOR, JOHN	152.00	272.00	120.00	0.00
10055	Construction Division		DOR, JOHN	21346	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	23173	DOR, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOR, JOHN	00008	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	04129	DOR, JOHN	142.00	270.00	128.00	0.00
10055	Construction Division		DOR, JOHN	08589	DOR, JOHN	120.00	272.00	152.00	0.00
10055	Construction Division		DOR, JOHN	23058	DOR, JOHN	67.00	272.00	205.00	0.00
10055	Construction Division		DOR, JOHN	23058	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	21371	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	08589	DOR, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOR, JOHN	08589	DOR, JOHN	147.00	272.00	125.00	0.00
10055	Construction Division		DOR, JOHN	23003	DOR, JOHN	152.00	272.00	120.00	0.00
10055	Construction Division		DOR, JOHN	23003	DOR, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOR, JOHN	05043	DOR, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOR, JOHN	05043	DOR, JOHN	143.00	271.00	128.00	0.00



Screenshot of the Timesheet Schedule Exception and Overtime Review - Run Control Page with Variance Only

Favorites ▾ Main Menu ▾ > myCardinal HCM ▾ > HCM Report Execution ▾ > TA Reports ▾ > Timesheet Exception Report

Timesheet Schedule Exception and Overtime Review

Run Control ID Ad_Hoc Report Manager Process Monitor **Run**

Report Request Parameters

*Set ID *Business Unit

Date Parameters

Pay Period End Date -- OR -- From Pay Period End Date To Pay Period End Date

Report Parameters


Reports To Position Number
Empl ID
Department ☐ Node Only

Show All Employees
☒ Variance Only
Show Submitted Time
☐ Approved Only

Employee Type
☒ Salaried
☐ Hourly

Save **Return to Search** **Notify** **Add** **Update/Display**

Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours with Variance Only



Report ID: RTA024

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW

Overtime Review

Run Date: 03/06/2020

Run Time: 12:06 00

Setid: 50100

Business Unit: 50100

From Pay Period End Date:

To Pay Period End Date:

Department: 10055 : Construction Division

Node Only: N

Empl Type: E

Employees with variance only

Submitted Time

Page No. 1 of 3

Date	Department	Description	Emplid	Name	Position	Name	TRC	TRC Description	Hours
12/10/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	2.50
12/11/2019	10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	CPE	Compensatory Leave Earned	1.50
12/11/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.00
12/12/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	2.50
12/15/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.50
12/16/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.50
12/17/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.00
12/18/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	2.50
12/19/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	2.00
12/26/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.00
12/27/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.50
12/29/2019	10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	UOT	Uncompensated Overtime	1.00
Subtotal									19.50
Total									19.50



Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours with Variance Only (continued)

Commonwealth of Virginia									
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW									
Report ID: RTA024						Run Date: 03/06/2020			
Setid: 50100						Run Time: 12:06 00			
Business Unit: 50100						Page No. 2 of 3			
From Pay Period End Date:									
To Pay Period End Date:									
Department: 10055 : Construction Division									
Node Only: N									
Empl Type: S									
Employees with variance only									
Submitted Time									
						Total	Reg Prod & Non-Prod		Total
						Reported	Scheduled	Variance	Prod OT
Department	Description	Emplid	Name	Reports to Position	Name	Hours	Hours	Hours	Hours
10055	Construction Division		DOE, JOHN	04129	DOE, JOHN	109.00	272.00	163.00	0.00
10055	Construction Division		DOE, JOHN	19892	DOE, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOE, JOHN	04129	DOE, JOHN	88.00	272.00	184.00	0.00
10055	Construction Division		DOE, JOHN	04129	DOE, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOE, JOHN	04129	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	23173	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	23173	DOE, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOE, JOHN	04145	DOE, JOHN	112.00	272.00	160.00	0.00
10055	Construction Division		DOE, JOHN	21691	DOE, JOHN	112.00	272.00	160.00	0.00
10055	Construction Division		DOE, JOHN	23173	DOE, JOHN	176.00	272.00	96.00	0.00
10055	Construction Division		DOE, JOHN	23173	DOE, JOHN	176.00	272.00	96.00	0.00
10055	Construction Division		DOE, JOHN	04145	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	08589	DOE, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOE, JOHN	21691	DOE, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOE, JOHN	23058	DOE, JOHN	67.00	272.00	205.00	0.00
10055	Construction Division		DOE, JOHN	08589	DOE, JOHN	147.00	272.00	125.00	0.00
10055	Construction Division		DOE, JOHN	21371	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	21346	DOE, JOHN	144.00	272.00	128.00	0.00
10055	Construction Division		DOE, JOHN	19892	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	96.00	272.00	176.00	1.50
10055	Construction Division		DOE, JOHN	09016	DOE, JOHN	110.00	270.00	160.00	0.00
10055	Construction Division		DOE, JOHN	00008	DOE, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOE, JOHN	00004	DOE, JOHN	168.00	272.00	104.00	18.00
10055	Construction Division		DOE, JOHN	23003	DOE, JOHN	152.00	272.00	120.00	0.00
10055	Construction Division		DOE, JOHN	09016	DOE, JOHN	112.00	272.00	160.00	0.00
10055	Construction Division		DOE, JOHN	05043	DOE, JOHN	48.00	272.00	224.00	0.00
10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	05043	DOE, JOHN	128.00	272.00	144.00	0.00
10055	Construction Division		DOE, JOHN	19893	DOE, JOHN	152.00	272.00	120.00	0.00
10055	Construction Division		DOE, JOHN	23003	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	00409	DOE, JOHN	152.00	272.00	120.00	0.00
10055	Construction Division		DOE, JOHN	00409	DOE, JOHN	100.50	272.00	171.50	0.00
10055	Construction Division		DOE, JOHN	09016	DOE, JOHN	96.00	272.00	176.00	0.00
10055	Construction Division		DOE, JOHN	00409	DOE, JOHN	110.00	270.00	160.00	0.00